

North Carolina Cost Share Programs Review Summary
FY2021

County	Person	Date of Previous Review/Report	2015
District Staff Name(s)	Nancy McCormick, Bradsher Wilkins	Date	12/11/20
NRCS Staff Name(s)	Brent Bogue		
Division Representative(s)	Ken Parks, Ralston James		
Additional Participants			

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Section 1: Application Procedures and Tracking Progress (BMP Implementation and Payments) Questions in this section focus on how the district advertises the program, how applications are developed, how contracts are developed, how funds are tracked and how the board approves each.										
How/when are the district board meetings scheduled?				X	The board meets the first Monday of every month with a set schedule approved for the rest of the year, changes are made due to holidays, etc.		X			
How do you notify the public of the board meeting schedule? Does it adhere to the Open Meetings Law?	X				The meeting notices are posted on the bulletin board outside the office and district Facebook webpage and county webpage.		X			

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Please describe the district's process for providing assistance to applicants by assessing resource concerns to determine if a BMP is "needed and feasible" and then developing the conservation plan.				X	The applicant expresses their concern and sets up a field visit and then looks into creating a conservation plan if they don't have one. The application process is then started after that with the ranking process for cost program assistance.		X			
Does the district provide technical assistance without cost share funds?				X	Yes, if needed based on the resource concern.		X			
What type of technical assistance is provided without cost share funds?				X	The district technician helps with ponds on tobacco fields where the pond is getting sediment from the fields. The district gets many ponds questions.		X			
How does the district prioritize which applicants get funded? Do you prioritize certain watersheds, BMPs, type of operation, first come - first served, etc?				X	The district prioritizes watersheds and confined animal operations. Everyone is given an application and then the district staff starts the ranking process.		X			
Once each application is considered, what does the district do with the score? Do you fund based on the score, use another system to prioritize, create eligibility categories, or other?				X	The district strictly goes by the ranking score and is sent to the board for consideration. If the applicant has not applied for cost share, they receive points for that. If there are lower scores they are still funded since there are no batching periods.		X			
Describe the process the district follows when there is a tie on applicants' scores.				X	The district uses the date with who got their application in first.		X			

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Does the district purposefully withhold a percentage of funds until a later date in the program year to be able to fund higher quality projects (more water quality or water quantity benefits) or does the district fund applications until it runs out of funding each batching period? Does the district automatically fund cooperators who applied but did not get funded in the previous program year due to lack of funds or does it re-rank them with new applications?				X	The district does not hold a percentage of funds until a later date. The district does not do an automatic funding from the previous year. The applications are re-ranked the next program year.		X			
Are applications, contracts and requests for payments reviewed and approved by the Board as a separate action item?				X	Yes, they are approved as separate action items.		X			
Are application, contracts and requests for payments motions/decisions recorded in the board minutes?	X				The district staff does a great job on recording these items in the minutes.		X			
Has your district delegated signature authority for requests for payments to be approved outside of board meetings? How are they recorded in your board meeting minutes?				X	Yes, Bruce Whitfield, the chairman has this delegation and Cal Berryhill, the vice-chairman has it also. See the minutes from December 2019 board meeting.		X			
Applicants are limited when applying for incentive BMPs. How does your district track applicants so they do not go over the practice caps and to be sure they haven't already "adopted" the practice?				X	The district keeps a cost share ledger along with Bradsher keeping notes. Currently the district does not do any incentive contracts that anyone has applied for.		X			


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If multiple partners farm together, how does the district track individual applicants as one operation or entity?				X	The district does not have anyone that has applied for these incentive BMPs and Bradsher knows most of these in the county. These would be done in separate contracts for each entity if needed.		X			
At what point in the application process does the district develop the contract? (After Ranking, After Application Approved?) Describe this process.				X	The district staff starts the contracts after the applications are approved by the board with discussion. Once the contracts are approved by the board the district staff develops the contract by creating the BMP maps, design, photos, etc. Then this information is entered in CS2.		X			
Describe how the district reviews the contract with the applicant. Do you explain that work cannot begin until the contract is approved by the division?				X	The district technician contacts the applicant that it did get division approval and a second or third site visit is done. Before the application is even started the cooperators is told not to start until divisional approval of the contract.		X			
What procedures do you follow for notifying the applicant that work can begin?				X	The district technician gives them a phone call that they can start work after division approval.		X			
Describe the district/board's procedure for approving supervisor contracts.				X	The supervisor abstains from voting on their application and contract.		X			
Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?				X	Yes, this is documented in the minutes.		X			


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Is each contract reviewed in detail with the board before approval? Do you project CS2?	X				The district staff gives the board a map so they can see where the BMPs will be installed and the contract file is available if needed also. They do have the capability to project this information. The district is looking in to getting electronic tables to help with this.		X			
What information do you provide the applicant?				X	The district technician gives them a map and cost list for the BMP estimate. Design sheets are also provided to the applicant and other parts of the contract.		X			
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed correctly and by the contract deadline?				X	The district technician flags everything on the initial visit or a follow up visit. He works with the contractor to provide assistance if needed and reiterating items on the design with good communication.		X			
How do you track the Commission's interim performance milestone? One-third of the work must be completed within 12 months of division approval. Are you using CS2?				X	The district technician uses the 1/3 rd date provided in CS2 and tracks this by good communication and checking the progress.		X			
If 1/3 of the work has not been completed within 12 months and the cooperators requests additional time, is the district recording 6-month extensions in the board minutes?				X	Yes, these requests are submitted to the district and board and these are reviewed by the board. The cost share ledger helps with tracking the contract status.		X			


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What documentation do you include in the contract file that certifies that the BMP was inspected and is installed to the standards?				X	The EFH2 and design sheets have the certification done on these. There are after photos taken of the BMP also. Construction checks are also done and documented.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Yes, the BMPs are remeasured to ensure the RFP is matching what was implemented and documented on the checkout sheet.		X			
Section 2: Spot Checks and Compliance Issues Questions in this section focus on how the district reviews BMPs for compliance and how maintenance and/or non-compliance issues are addressed.										
Are all BMPs under the waste management category spot checked for the first five years after installation? This applies to all farms that fall under the thresholds that are regulated by DWR.				X	The district does not have any contracts in the waste management category to spotcheck.		X			
How does the district notify the NRCS area office or division to conduct spot checks for contracts that need to be spot checked by someone outside of the district? (Refer to Spot Check Policy)				X	The district staff contacts NRCS when they have any spotchecks that needed to be checked. Brent Bogue helps a lot with the communication with NRCS.		X			


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How does your district notify individuals that have BMPs that are out of compliance or need maintenance? (Refer to Non-Compliance Policy)				X	The district staff sends out a letter from the board to notify the individuals that maintenance and/or non-compliance issues need to be addressed. An informal phone is also made to communicate with the individual.		X			
How are supervisors notified of BMPs that are out of compliance or need maintenance at any time throughout the year?				X	The chairman and vice-chairman were on the spotchecks and the other supervisor were informed at the next board meeting.		X			
Does the district provide a written notice that the BMP must be repaired or re-implemented within 30 working days? (Vegetative practices have to be reestablished within one calendar year.) Is a copy of the notification kept in the contract file?				X	Yes, the written notice is sent to the cooperator and the letter is also kept in the district file.		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation: contract numbers and/or names.				X	There was one last year and this year. Ken Hawkins 73-2012-001 and Craig Hester.		X			
Is the district notifying the division of non-compliance and resolutions?				X	Yes, the division is being notified.		X			
Section 3: Record Keeping Questions in this section focus on how funds are managed and accounted for, maintaining proper design and job approval authority, as well as disclosure forms.										
Do you use the CS2 reports to show the board available program funds, encumbrances and expenditures?	X				Nancy has created a cost share ledger to share with the board on contract funding encumbrances and expenditures. The ledger matches CS2. This a detailed ledger system the district staff is using.		X			


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How are technical assistance and operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	The district has these tracked by the county finance department. Yes, they are audited annually. The last audit was done June 30, 2019 by the county's CPA firm, Elliott Davis, PLLC., CPA. Nancy does an internal audit also.		X			
Who in the office does work for Cost Share Programs?				X	Bradsher does most of the cost share program work with Nancy's assistance when needed.		X			
Is proper job approval authority (JAA) documented for each technical and cost share position? Please provide a copy of the latest approved JAA. (Print a copy of what is in the data base. Does it match the district's version?)				X	The district technician does not have any JAA currently but is working on obtaining JAA from NRCS.		X			


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Section 4: Contract Reviews and Site Visits Below is a list of the contracts the division reviewed. Spot checks were also conducted. Notes include recommendations and/or corrective action for contract files as well as the BMP. Contracts/BMPs are listed by contract number.										
Contract Number: 73-2015-013 Applicant Name: Bruce Whitfield (supervisor) BMP: Grassed Waterways 		X			The BMPs were functioning properly but had some bare areas and ruts. Recommend doing some regular maintenance such as reshaping and reseeding of vegetation. The contract file was missing the ranking form and conservation plan, but all other documentation looked good.	X		Person SWCD will suggest performing regular maintenance on aforementioned BMPs. Include all necessary documentation in contract folders	Immediate	Plan of action accepted on 3/25/21.


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Contract Number: 73-2015-014 Applicant Name: Bruce Whitfield (supervisor) BMP: Grassed Waterways 				X	The BMPs were functioning properly and looked good. All the documentation in the contract file looked good.		X			


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<div>Contract Number: 73-2017-012</div> <div>Applicant Name: Bruce Whitfield (supervisor)</div> <div>BMP: Field Border</div> <div></div>				X	<div>The BMPs were functioning properly and looked good.</div> <div>The contract file was missing the benchmark measures and had very little field notes. All other documentation in the file looked good.</div>		X	Include all necessary documentation in contract folders	Immediate	Plan of action accepted on 3/25/21.


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<div>Contract Number: 73-2011-011</div> <div>Applicant Name: John Gray (supervisor)</div> <div>BMP: Field Border</div> <div></div>				X	<div>The BMPs were functioning properly and looked good.</div> <div>The contract file was missing the ranking form, conservation plan and the approval email, but all other documentation looked good.</div>		X	Include all necessary documentation in contract folders	Immediate	Plan of action accepted on 3/25/21.


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<div>Contract Number: 73-2011-014</div> <div>Applicant Name: John Gray (supervisor)</div> <div>BMP: Grassed Waterway</div> <div></div>				X	The BMPs were functioning properly and looked good. The contract file was missing the conservation plan, but all other documentation looked good.		X	Include all necessary documentation in contract folders	Immediate	Plan of action accepted on 3/25/21.


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<div>Contract Number: 73-2013-002</div> <div>Applicant Name: John Gray (supervisor)</div> <div>BMP: Grassed Waterway</div> <div></div>				X	<div>The BMPs were functioning properly and looked good.</div> <div>The contract file was missing the division approval email, but all the other documentation in the contract file looked good.</div>		X	Include all necessary documentation in contract folders	Immediate	Plan of action accepted on 3/25/21.


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<div>Contract Number: 73-2014-001</div> <div>Applicant Name: John Gray (supervisor)</div> <div>BMP: Field Border</div> <div></div>				X	<div>The BMPs were functioning properly and looked good.</div> <div>The contract file was missing the conservation plan and approval email, but all other documentation looked good.</div>		X	<div>Include all necessary documentation in contract folders</div>	<div>Immediate</div>	<div>Plan of action accepted on 3/25/21.</div>


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<p>Contract Number: 73-2015-008 Applicant Name: John Gray (supervisor) BMP: Grassed Waterway</p> 				X	<p>The BMPs were functioning properly and looked good. The contract file was missing some field notes, conservation plan and approval email.</p>		X	<p>Include all necessary documentation in contract folders</p>	<p>Immediate</p>	<p>Plan of action accepted on 3/25/21.</p>


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<div>Contract Number: 73-2015-006</div> <div>Applicant Name: Russell Horton (supervisor)</div> <div>BMP: Grassed Waterway</div> <div></div>				X	<div>The BMPs were functioning properly and looked good.</div> <div>The contract file was missing the conservation plan and approval email, but all other documentation looked good.</div>		X	Include all necessary documentation in contract folders	Immediate	Plan of action accepted on 3/25/21.

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<div>Contract Number: 73-2015-007</div> <div>Applicant Name: Russell Horton (supervisor)</div> <div>BMP: Grassed Waterway</div> <div></div>				X	<div>The BMPs were functioning properly and looked good.</div> <div>The contract file was missing the conservation plan and approval email, but all other documentation looked good.</div>		X	Include all necessary documentation in contract folders	Immediate	Plan of action accepted on 3/25/21.

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<div>Contract Number: 73-2015-021</div> <div>Applicant Name: Russell Horton (supervisor)</div> <div>BMP: Grassed Waterway</div> <div></div>				X	<div>The BMPs were functioning properly and looked good.</div> <div>The contract file was missing the conservation plan and approval email, but all other documentation looked good.</div>		X	Include all necessary documentation in contract folders	Immediate	Plan of action accepted on 3/25/21.

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<div>Contract Number: 73-2016-009</div> <div>Applicant Name: Russell Horton (supervisor)</div> <div>BMP: Diversion</div> <div></div>				X	<div>The BMPs were functioning properly and looked good.</div> <div>The contract file was missing some field notes, conservation plan and approval email, but all other documentation looked good.</div>		X	<div>Include all necessary documentation in contract folders</div>	<div>Immediate</div>	<div>Plan of action accepted on 3/25/21.</div>

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Contract Number: 73-2019-001 Applicant Name: Heart and Hands Farm, LLC BMP: Cropland Conversion to Grass 				X	The BMPs were functioning properly and looked good. The contract file was missing some field, conservation plan, technical forms, ranking form, benchmark measure and approval email.		X	Include all necessary documentation in contract folders	Immediate	Plan of action accepted on 3/25/21.

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<div>Contract Number: 73-2018-004</div> <div>Applicant Name: Rocky Acre Farms, LLC</div> <div>BMP: Grassed Waterways</div> <div></div>		X			<p>One of the grassed waterways had some gullying and erosion. Recommend doing some reshaping and reseeding of the waterway as regular maintenance. There is also a shelter above the waterway that has some rooftop runoff that could possibly use a Rooftop Runoff Management BMP to capture the water and divert it away from the waterway.</p> <p>The contract file was missing the conservation plan and approval email, but all other documentation looked good.</p>	X		<p>Include all necessary documentation in contract folders.</p> <p>Person SWCD will reach out to the cooperator and suggest reshaping, reseeding, and managing rooftop runoff.</p>	Immediate	Plan of action accepted on 3/25/21.

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Contract Number: 73-2012-019 Applicant Name: Harold Blackard BMP: Field Border No Picture				X	The BMP were functioning properly and looked good. The contract file was missing the conservation plan and approval email, but all other documentation looked good.		X	Include all necessary documentation in contract folders	Immediate	Plan of action accepted on 3/25/21.
General Contract Summary		X			There is a general recommendation given to provide more complete documentation in the contract file such as good field notes, conservation plans and division approval emails.	X		Include all necessary documentation in contract folders	Immediate	Plan of action accepted on 3/25/21.